

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Geographical Information Systems (GIS) Specialist

BAND	GRADE	
NE	619	
DEPARTMENT: Finance	ACCOUNTABLE TO: Division Manager	FLSA STATUS: Non Exempt
CLASS SUMMARY: Incumbent is responsible for performing administrative and technical work in the development, control, planning, organization and maintenance of the Geographic Information Systems (GIS) operations.		
DISTINGUISHING CHARACTERISTICS: This is a stand alone classification and is distinguished from other classes by its support responsibility for Geographical Information Systems and other special software applications.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Reviews city-wide user requests, adapting GIS application to those needs; performs feasibility analyses; works with users to create preliminary input and output design of applications.	Monthly	
2.	Works with staff, users and vendors regarding conversion from manual to automated processes. Provides input regarding procedure development and revision procedures.	Daily	
3.	Conducts field investigations, reviews aerial photography as needed to accurately prepare maps, drawings, and other computer or manually generated documents.	Weekly	
4.	Utilizes GIS software, creates and modifies codes and databases that maximize efficiency and benefit use of the system.	Daily	
5.	Trains staff and users on hardware and software applications.	Daily	
6.	Performs other duties of a similar nature or level.	As Required	

Rev. 07/07

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Geographical Information Systems (GIS) Specialist

Knowledge (position requirements at entry):

Knowledge of:

- Working knowledge of programming languages such as JAVA, C++; Visual Basic, and Structured Query Language (SQL);
- Working knowledge of mapping principles and Global Positioning Survey (GPS) equipment and operations;
- Surveying and cartography theories and principles;
- Database management and design;
- Hardware and related peripherals;
- Software packages such as Autodesk, ESRI, MS Access, Office, and various operating systems;
- Computer security policies and procedures.

Skills (position requirements at entry):

Skill in:

- Developing and maintaining Geographic Information Systems (GIS);
- Analyzing and developing conclusions and effective solutions to GIS and drafting activities;
- Operating a variety of computer hardware, peripherals and software applications;
- Troubleshooting software problems;
- Training others on software applications;
- Solving problems;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School diploma or G.E.D. supplemented by college level coursework in GIS, computer science or related field and three years experience maintaining GIS systems for other agencies, including some mapping, cartography, database development/integration experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License.

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Geographical Information Systems (GIS) Specialist

Physical Requirements:

Positions in this class typically require: crouching, reaching, sitting, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to electrical currents.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Human Resources (SM)

Date: 05/00

Rev: 04/07 (sjp); 07/07 (jls)

Rev. 07/07
